



PERS-ACCOUNT ANALYST

CHARACTERISTICS OF WORK:

This work involves a variety of professional and technical activities in the administration of benefits of active or retired members of the Public Employees' Retirement System. The incumbent assists in reconciling, posting, and refunding retirement contributions. Assistance and information is provided to individual members, groups, and to PERS member agencies regarding benefits of plans administered by PERS. Incumbents in this classification are expected to assist in closure of an active member account to a retirement status, both for service and disability retirement. Work is performed under the general supervision of an administrative superior.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists with retirement education for members in all retirement plans administered by the Public Employees' Retirement System through workshops and seminars.

Adds or deletes accounts to/from payroll; maintains current payroll data on all accounts; communicates with retirees and beneficiaries about the retirement benefits.

Assists with auditing and reconciling member's wages, contributions, and service credit reported for all periods of employment.

Assists with calculating, balancing, and reconciling employee and employer contributions and undistributed contributions for all plans administered by the Public Employees' Retirement System.

Assists members and agency personnel in person and via telephone in completing and filing claims for service, disability, and for survivor benefits.

Assists in providing information in person and by telephone regarding specific statutory provisions, rules, and regulations governing benefits available to members and beneficiaries under various retirement plans and payment options.

Assists in preparing member accounts for correction of membership service credit and/or generation of a refund payback cost schedule/credit adjustment.

Coordinates monthly benefit payments for all members with Accounting and MIS Departments.

Responds to correspondence and processes insurance premiums, direct deposits, monthly checks, tax deductions, notifications of death, address changes, and no-receipt of monthly benefits.

Obtains guardianship papers, conservatorship papers, and other pertinent legal documents to authorize payment in accordance with state laws.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.